

**SAMPLE LETTER – for designation of U.S. agent of service in accordance  
with 49 CFR 105.40.**

**Submit on Company Letterhead**

(date of letter)

Dr. Richard Tarr  
Office of Hazardous Materials Special Permits and Approvals  
Pipeline and Hazardous Materials Safety Administration  
ATTN: PHH-30  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE East Building, 2nd Floor (PHH)  
Washington, DC 20590

Dear Dr. Tarr:

ABC China, Inc., 2222 Beijing Road, Beihai, Guagxi, China 536000, e-mail address, telephone number, fax number is filing this designation of agent for service, in accordance with 49 CFR §105.40. The US based agent of service listed below will represent us on matters concerning firework applications submitted to U.S. Department of Transportation.

Joe Round  
Manager  
Global Drive  
2000 N. Pacific Blvd., Suite 1  
Portland, OR 12345  
E-mail:  
TEL: (212) yyy-yyyy  
FAX: (212) xxx-xxxx

This designation is legal and binding under our corporate laws and will remain in effect until it is withdrawn or replaced by us. By the dated signatures below ABC China, Inc. accepts this designation of agent and Global Drive accepts the agent's responsibilities.

ABC China, Inc. will provide any additional information requested.

**PRINCIPAL** \_\_\_\_\_

Printed: John Smith / Manager  
Company: ABC China, Inc.

Signed: \_\_\_\_\_

**AGENT** \_\_\_\_\_

Printed: Joe Round/ Manager  
Company: Global Drive

Signed: \_\_\_\_\_

